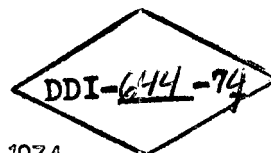


~~CONFIDENTIAL~~DDI-644-74
Accounting 2
File

4 MAR 1974

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : Payroll Procedures

1. Brief explanations of the payroll procedures that you recently discussed with me are outlined below:

a. Social Security Number -- We currently use employee numbers rather than the individual's Social Security Number due to security and cover problems for Agency employees overseas or involved in covert operations. Payroll documentation between overseas stations and Headquarters is identified [redacted] and avoids the use of true names or Social Security Numbers that could be translated directly to true names. The biweekly pay system was designed to permit use of Social Security Numbers and we can readily convert to this number when we identify a way around the cover and security constraint.

25X1

b. Classification of forms -- The SECRET (When Filled In) classification of all payroll forms is an expedient to the need to classify these forms for covert personnel. Inasmuch as the payroll operation is integrated for all categories of personnel paid on a biweekly basis it would be counter-productive to set up procedures and processing cycles to differentiate among categories of personnel for whom payroll forms should be classified. The classification of SECRET is considered appropriate for all completed payroll forms or payroll listings inasmuch as any deck of completed forms or listing must necessarily be classified at the highest level of the detail contained therein. Overt employees may nevertheless declassify input forms if they so desire.

25X1

~~CONFIDENTIAL~~

SUBJECT: Payroll Procedures

c. Internal card forms for tax withholdings in lieu of W-4's, etc. All payroll actions initiated by employees such as change in exemptions for tax withholdings, credit union deductions, insurance plan changes, etc., are on forms prepared for direct key-punching. Thus the specially designed forms for reporting changes in exemptions are uniformly designed to (a) facilitate the speed and accuracy of key-punching, (b) include precoded data as appropriate to minimize punching and (c) permit machine filing of the requests reflecting employee signature as support of the payroll actions taken. As a matter of interest the cost of the separately prepared forms used for Federal, Virginia, Maryland and D.C. withholdings is estimated at only \$25 per year.

2. I trust this information is responsive to your questions. Your interest is appreciated.



HAROLD L. BROWNMEN
Deputy Director
for
Management and Services

25X1

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Deputy Director for
Management and Services

EXTENSION

NO.

DATE

4 March 1974

STAT

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)1. Deputy Director for
Intelligence ☐

5/11/74

2. STAT

3/7

3.

DDM&S

3/27

4.

5.

6.

7.

8.

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12.

13.

14.

15.

I have read your response to my questions. I find them both responsive and bureaucratic.

The point I was trying to make is that I see no reason for having W-4 forms and the like for truly overt employees classified SECRET. It is not that I am recommending we broadcast what overt employees earn. It is more that I don't believe that such cards when filled in meet the criteria for being classified SECRET under Executive Order 11652:

The test for assigning "Secret" classification shall be whether its unauthorized disclosure could reasonably be expected to cause serious damage to the National Security.... The classification "Secret" shall be sparingly used.

If your response is that it would be too much trouble to have separate cards printed for overt employees, let's consider the matter closed.

Ed Proctor

STAT

CONFIDENTIAL

DD/M&S Registry
File Accounting?

4 MAR 1974

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SUBJECT : Payroll Procedures

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25X1

~~CONFIDENTIAL~~

SUBJECT: Payroll Procedures

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131 Harold

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

Distribution:

0 & 1 - Add.
2 - DD/M&S
1 - D/F
1 - DD/P&S
2 - C&TD